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## **Library Trustee Minutes 09/14/11**

Meeting of the Board of Library Trustees  
Wednesday, September 14, 2011

Call to order

The meeting was called to order at 7:15 p.m. Attending were trustees Heather Calvin, Katherine Fennelly, Kathryn Gandek-Tighe, Brigid Kennedy-Pfister, Barbara Muldoon, Frank Murphy, and Joyce Radochia. Also attending were library director Maryellen Loud and assistant director Ryan Livergood.

Introduction of Ryan Livergood, Assistant Director / Head of Adult Services

New assistant director Ryan Livergood was welcomed. Ms. Loud provided some of Mr. Livergood's background and qualifications.

Approval of minutes

The minutes from the August 16, 2011 meeting were read. Ms. Muldoon expressed concern that the minutes were not clear regarding both the Russell Fund expenditures and allocations and the other trust funds expenditures and allocations. The trustees agreed that the minutes were not clear and specific enough and discussed how the minutes should be modified to reflect in clear and specific detail what expenditures and allocations for both the Russell Fund and other trust funds were approved by the trustees. The trustees asked Ms. Loud to take their suggestions and implement them in the revision of the August 16, 2011 meeting minutes. Ms. Kennedy-Pfister made the motion not to adopt last month's meeting minutes and table their approval until the October meeting. Mr. Murphy seconded the motion and it passed unanimously.

Communications

1) A letter was received by town treasurer Mr. Gilligan regarding the Elbridge Farmer Trust Fund. In FY 2011 between 7/1/2010 and 6/30/2011, a total of \$1055.25 was earned and a check of \$1045.25 was enclosed which is the disbursement amount from the Farmer Fund for FY 2011.

Community Time

No members of the community were present.

Director's Report

The trustees reviewed the written report.

Discussion occurred regarding the theft of DVDs. Ms. Loud indicated that there are some options the library would investigate to solve this problem, such as a Redbox like vending machine product offered by some library vendors.

Mr. Murphy asked what is our current personnel funding level relative to optimal personnel funding. Ms. Loud

responded that this depends on a number of factors, including if you are looking at the lost staff when the library was no longer open on Thursday mornings or the funding for the hours we are open now. Additional factors include the position of assistant director / head of adult services that was formerly two positions. Mr. Murphy indicated that we should consider submitting a budget beyond not just what the town budget allows, but a budget that reflects what the trustees feel meet the requirements and needs of what we think we should have. Ms. Kennedy-Pfister indicated that this should be a topic for future discussion when we have more information to justify what the trustees feel we need to achieve an optimal staffing level.

#### Preliminary Discussion of FY 13 Budget

Ms. Loud indicated that as opposed to the multiple budgets that needed to be submitted last year, it was expected that only one would need to be submitted this year. The library should be level funded or see a minimal increase based on the override. The trustees asked if the town's change to GIC would result in any more money for the library or a reinstitution of any lost services. Ms. Loud indicated that it would not and any reinstitution of lost services could only be done through private funding. Ms. Loud also indicated that the capital budget had been submitted.

#### Fundraising/Foundation

Ms. Gandek-Tighe indicated that the Foundation was very close to officially being launched.

#### Mini-golf fundraiser

Ms. Loud informed the trustees that the Town Counsel is reviewing the contract documentation and trying to determine whether the town needs extra liability insurance for the mini-golf fundraiser to take place. If the trustees felt this event should go forward, Ms. Loud said she would try to recruit friends to be volunteers at the event. Martin Luther King, Jr. weekend is the potential date for this event. In terms of fundraising, the first year would be a two-thirds to one-third split. The foundation would keep two-thirds of the proceeds and the event company would keep one-third. The trustees approved the use of the library for this event pending the approval of the Town Counsel and endorsed the idea of using this event as a fundraiser.

#### Fox Branch Library Hours

Ms. Loud informed the trustees that after many long discussions with branch library staff, the head of children's services, the town manager, and the personnel director, it has been determined that the Fox branch will be open on Fridays starting on Friday, October 7 with funding from the Friends of Fox. In addition, the Fox branch will be open four Saturdays during the year for special events. This is a one- year experiment, and after examining scheduling considerations and collective bargaining issues, this was the best solution. The issue of staffing the Fox has been sorted out and there will not be a drain on the Robbins Library to cover Fridays at the Fox. Funds from the Friends of Fox have been set aside for moonlighters and they will be trained how to work at the Fox whenever the branch is understaffed on Fridays due to illness or vacations.

#### Timeline: Trustee Objectives

The trustees reviewed the Goals and Objectives for FY 2012 and discussed specific objectives to target now. Ms. Loud identified Objective 2A (Support staff development; recognize work and dedication of staff) as an objective to be addressed. Ms. Fennelly identified Objective 1C, (Establish new and review existing policies to serve community needs for excellent library service) as an objective to be addressed. The trustees agreed and would like to discuss in January or February both funding for Sundays and staying open on Saturdays in the summer. Ms. Loud indicated that before this discussion takes place, she would need to talk to the personnel director about collective bargaining implications. Ms. Fennelly inquired about when Objective 3A (Re-evaluate the current facility space needs and potential modifications in light of community needs) might be addressed. Ms. Loud indicated that this probably couldn't happen until next year. Ms. Radochia asked about Objective 3C (Support administration efforts to enhance the safety of the library environs for patrons). The issue of pedestrian safety for patrons using the crosswalk on Massachusetts Avenue outside of the library was discussed. Ms. Loud indicated that about 80% of the problem is due to drivers taking the illegal left turn off Water Street onto Mass Ave. Ms. Kennedy-Pfister, revisiting Objective 1C, asked how often the trustees review policies. Ms. Loud indicated every two years. Ms. Kennedy-Pfister asked regarding Objective 3B (Monitor the storage of the Robbins Library Print Collection and rotate selections in a timely

fashion) exactly how often exhibits are rotated. Ms. Loud indicated that they are rotated on a quarterly basis. Ms. Kennedy-Pfister motioned to amend Objective 3B to read as the following: "Monitor the storage of the Robbins Library Print Collection and rotate exhibits on a quarterly basis." Ms. Muldoon seconded and the motion passed unanimously.

#### Holiday Schedule

The proposed holiday schedule for calendar year 2012 was discussed. Ms. Loud explained that items indicated with a U (Union Contract/Town Bylaws) were days that the whole town receives as holidays. Ms. Kennedy-Pfister inquired why the library was closed on Town Day, and Ms. Loud explained that when the library was open on Town Day in the past, the restrooms got completely trashed. The trustees had a lengthy discussion about the proposed holiday schedule. Ms. Calvin questioned whether it was premature to vote on this schedule since it included Saturday Summer closings and the trustees want to examine the possibility of staying open on Saturdays during the January or February trustee meetings. The trustees discussed whether or not the library should be open on Sunday, November 11 for Veteran's Day as Veteran's Day was being legally observed as a holiday on Monday, November 12. Some trustees felt that the library should be closed on Sunday, November 11 even though it wasn't the legally recognized day of Veteran's Day, since the holiday has historically been on November 11 despite the day of the week and there was definitive meaning to observing Veteran's Day on November 11 specifically. On the other hand, other trustees recognized that it would be difficult for students in the middle of the school year to not have library access for two consecutive days. Due to the lengthy discussion taking place, the trustees inquired if this topic could be tabled. Ms. Loud indicated that they could but typically the holiday schedule is voted on during the September meeting well in advance of the beginning of the new year. Ms. Fennelly suggested the trustees vote tonight on the holiday schedule and the trustees all agreed. Ms. Muldoon suggested that the trustees discuss all of the specific holidays that the trustees vote on and the trustees all agreed. After going down the list and discussing the proposed dates one by one, Mr. Murphy suggested that, for clarity sake, the section on the list that read, "U Veterans Day is Sunday 11/11/12 – Closed Monday 11/12/12" be rewritten to read, "U Veterans Day – Monday 11/12/12". Ms. Fennelly made the motion to approve the calendar as submitted with Mr. Murphy's suggested change, and Ms. Gandek-Tighe seconded. The motion passed unanimously.

#### Policy Update

The library policies slated for discussion, the Author Programs policy and the Donations/Donor Recognition policy were discussed. For the Author Program policy, the consensus was to include an author of national reputation once a year and either a local author or local authors panel once a year, instead of an author of national reputation once a year and just the option for a local author once a year. During the discussion of the Donations/Donor Recognition policy, Ms. Gandek-Tighe stated her belief that the policy completely needed to be re-written because it was not an effective policy for providing donors incentive to give higher amounts. It should be a recruitment tool but it doesn't accomplish this goal at all. The other trustees agreed that the Donations/Donor Recognition policy should be sent out for review. Ms. Fennelly will send out the old policy to everyone. The trustees discussed that while some parts of the old policy might be useful, there are many pieces that are not. Ms. Kennedy-Pfister shared her opinion that this policy should be revised sooner rather than later.

#### Community Read

Ms. Loud informed the board that there would be a "Taste of New Orleans" program with a jazz band, food, and crafts, in addition to the screening of a film related to Hurricane Katrina. Ms. Loud asked the trustees if they had any other suggestions for Community Read programs. The trustees discussed possible ideas including doing a program that related to Islam, an emergency preparedness program as suggested by the Friends of Robbins, and getting a canoe to put in the library and asking the community to fill it by donating either books or food that could then go to a charity.

#### Town Day

The schedule for Town Day was discussed. Ms. Kennedy-Pfister is signed up for the trustees' table from 9-11, and Ms. Radochia is signed up from 11-1, but we still need someone to sign up from 1-3.

## Other

Ms. Gandek-Tighe announced her resignation from the Library Board of Trustees effective November 1<sup>st</sup>, 2011. After resignation, her goal is to get the library foundation up and running. The trustees discussed the qualifications they are looking for in a new member. The consensus reached was that the ideal candidate would be someone who is active in the community, someone with preschoolers and/or young children who uses children services, and someone with public relations and marketing skills.

Ms. Gandek-Tighe, Ms. Fennelly, and Ms. Calvin will make sure a letter exists for the holiday appeal. Ms. Kennedy-Pfister indicated that all of the funds received should go to the foundation. The foundation should ask the friends and the trustees for their mailing lists.

Laura Lintz, the new branch librarian at the Fox, came up with the idea to recognize both Friends groups on the second week of October during the Friends of the Library appreciation week. A display will be made to show the community what the Friends of Fox and the Friends of Robbins have done to supports the libraries in the past, and Laura will get the kids to write thank you notes. The trustees discussed holding a joint party for both Friends groups at the Fox Library. Ms. Gandek-Tighe made a motion for a gathering to appreciate the Friends of Robbins and the Friends of Fox at the Fox Library for a celebration not exceeding \$200. Ms. Fennelly seconded the motion and it passed unanimously.

Ms. Loud announced that the Friends of Robbins had approved giving \$68,000 in staff requests. The Friends were also receptive to sharing with the Friends of Fox the costs of funding a new circulation desk at the Fox. A formal proposal will be submitted once costs are determined. Other prospective projects for friends funding are the first floor space planning at Robbins, and marketing. The trustees were very happy and thankful to the Friends for the \$68,000 amount.

Ms. Fennelly will remind the friends in December this year to send out the Sunday renewal letter in February.

Ms. Loud reported the grant for the over 50 active adults program is ending this month. Michèle Meagher put in hard work and many hours, went above and beyond the call of duty and volunteered her time in September. She did a wonderful job. Ms. Loud and Ms. Meagher will approach Cambridge Savings Bank to see if they might be willing to provide funding for the over 50 active adults program with a commitment somewhere in the \$7000 to \$9000 neighborhood. In return, this partnership with the Cambridge Savings Bank would provide the bank with a great opportunity to market themselves to library users.

## Date of Next Meeting

The next trustees' meeting will be held on October 11, 2011 at 7:15 p.m.

## Adjournment

Meeting was adjourned at 9:36 p.m.

## Documents provided:

- September 14 Meeting Agenda
- Minutes from the August 16, 2011 Meeting of the Robbins Library Board of Trustees
- 2012 Proposed Holidays
- Robbins Library Board of Trustees Goals and Objectives FY 2012
- Director's Report for August 2011

- Status of Library Policies